



Reference 01—Resource Center, References, Reading List

CoSA Resource Center

Locating information and guidance specific to your state or territory

The following table lists topics for which we expect to use the Council of State Archivists (CoSA) Resource Center to locate documents and information that apply specifically to your state or territory. We have provided space in which you can make notes and/or record URLs so you'll be able to find these items easily when you need them again. The URL to the Resource Center's home page is: <http://www.statearchivists.org/resource-center>

Table 1: State-Specific Information

TOPIC		NOTES
1.	Main page for my state or territory in the CoSA Resource Center	
2.	Archives and records management program(s) for my state or territory	
3.	The emergency response plan for my state or territory	
4.	A directory of vendors, contractors, and suppliers who specialize in various aspects of emergency response and recovery for my state	
5.	My state's cache(s) of emergency recovery supplies	
6.	Statewide emergency response contracts, supplies, resources, etc., that apply to my state	
7.	My state's sources of archivists and conservators	
8.	Response and recovery resources available in my area	
9.	Training on recovering damaged records that is available in my state	



References

Sources upon which the course content is based

Table 2: Course References—Federal Agencies, Part 1

REFERENCES— FEDERAL AGENCIES	<p>Department of Defense: Legacy Resource Management Program</p> <p>Disaster Preparedness Workbook for Cultural Institutions Within the Military http://www.loc.gov/flicc/about/FLICC_WGs/disaster/DisasterPreparednessWorkbook.pdf</p> <p>Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS)</p> <p>Comprehensive Preparedness Guide 101 (CPG 101): Developing and maintaining States, Territorial and Local Government Emergency Plans, March 2009 http://www.fema.gov/about/divisions/cpg.shtm</p> <p>Continuity Assistance Tool (CAT): Continuity Assistance for Non-Federal Entities (July 2009) http://www.fema.gov/pdf/about/org/ncp/cat.pdf</p> <p>Continuity Guidance Circular 1 (CGC1): Continuity Guidance for Non-Federal Entities (Jan 21, 2009) http://www.fema.gov/pdf/about/org/ncp/cont_guidance1.pdf</p> <p>Continuity of Operations (brochure) http://www.fema.gov/pdf/about/org/ncp/coop_brochure.pdf</p> <p>Federal Continuity Directive (FCD) 1 http://www.fema.gov/pdf/about/offices/fcd1.pdf</p> <p>Federal Continuity Directive (FCD) 2 http://www.fema.gov/pdf/about/offices/fcd2.pdf</p> <p>FEMA Acronyms, Abbreviations, and Terms http://www.fema.gov/plan/prepare/faat.shtm</p> <p>Homeland Security Presidential Directives (HSPDs) http://www.dhs.gov/xabout/laws/editorial_0607.shtm</p> <p>Incident Command System (ICS) Resource Center http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm</p> <p>ICS Training—ICS-100: Introduction to ICS http://training.fema.gov/</p> <p>National Continuity Programs Directorate http://www.fema.gov/about/org/ncp/index.shtm</p>
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Table 3: Course References—Federal Agencies, Part 2

REFERENCES— FEDERAL AGENCIES (CONT'D.)	<p>Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS)</p> <p>National Incident Management System (NIMS) Resource Center http://www.fema.gov/emergency/nims</p> <p>National Response Framework (NRF) Resource Center http://www.fema.gov/emergency/nrf</p> <p>Vital Records Awareness (brochure) http://www.statearchivists.org/prepare/Vital%20Records%20Awareness%20Brochure.pdf</p> <p>National Archives and Records Administration</p> <p>Training courses: The IPER <i>Records Emergency Planning and Response Webinar</i> course is based on a course originally developed by the National Archives and Records Administration (NARA) for federal employees. NARA continues to offer this course both in-person and via webinar settings. See http://www.archives.gov/records-mgmt/training for information about all NARA training courses, including those on records emergency planning and response.</p> <p>“Comparison of Drying Techniques: Understanding Differences Between Vacuum Freeze Drying, Conventional Freezing, and Other Drying Methods” http://www.archives.gov/preservation/disaster-response/drying-techniques.html</p>
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Table 4: Course References—State Agencies

REFERENCES— STATE AGENCIES	<p>Florida Department of State</p> <p>State Library & Archives of Florida http://dlis.dos.state.fl.us/disasterrecovery</p> <p>Minnesota Historical Society</p> <p>Care of Collections: Practical Guidelines. Topics include handling practices, cleaning practices, and guidance for specific types of material (e.g., paper, audio and video tapes, framed items) http://www.mnhs.org/preserve/conservation/connectingmn/CollectionCare.htm</p> <p>Washington State Archives</p> <p>Essential Records and Disaster Preparedness Manual, Appendix B, City of West Ballard Essential Records Schedule, pages 4–8. http://www.secstate.wa.gov/Archives/erdpm.aspx</p>
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Table 5: Course References—Other Organizations

REFERENCES— OTHER ORGANIZATIONS	<p>ARMA International</p> <p>Emergency Management for Records and Information Management Programs, 2nd edition. Virginia A. Jones, Darlene Barber, ARMA International, Prairie Village, Kansas, 2011.</p> <p>Council of State Archivists (CoSA)</p> <p>Pocket Response Plan (PReP) http://www.statearchivists.org/prepare/framework/prep.htm</p> <p>Heritage Preservation</p> <p>Damage Assessment Form http://www.heritagepreservation.org/pubs/fqforms.htm</p> <p>Emergency Response and Salvage Wheel http://www.heritagepreservation.org/catalog/Wheel1.htm</p> <p>Field Guide to Emergency Response http://www.heritagepreservation.org/catalog/product.asp?IntProdID=33</p> <p>Library of Congress Preservation Directorate Center for Great Lakes Culture California Preservation Program</p> <p>Disaster Mitigation Planning Assistance Website http://matrix.msu.edu/~disaster</p> <p>Northeast Document Conservation Center (NEDCC) and the Massachusetts Board of Library Commissioners (MBLC)</p> <p>dPlan: The Online Disaster-Planning Tool http://www.dplan.org</p>
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Reading List

Suggested readings to learn more about records emergency preparedness and response

Table 6: Reading List—Regulations and Guidelines

READING LIST— REGULATIONS AND GUIDELINES	<p>American National Standards Institute (ANSI)/ARMA International</p> <p>Vital Records Programs: Identifying, Managing and Recovering Business-Critical Records. ANSI/ARMA 5-2010. Approved as an American National Standards Institute (ANSI) standard, August 17, 2010. http://www.arma.org/standards/VitalRecords.cfm</p> <p>Department of Homeland Security (DHS)/</p> <p>Federal Emergency Management Agency (FEMA)</p> <p>See listings under “References—Federal Agencies” above</p> <p>National Institute of Standards and Technology (NIST)</p> <p>Contingency Planning Guide for Federal Information Systems. SP 800-34 Rev. 1 (May 2010). http://www.nist.gov/customcf/get_pdf.cfm?pub_id=905266</p>
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Table 7: Reading List—Books

READING LIST— BOOKS	<p>An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Record Centers, 2nd edition. Johanna Wellheiser, Jude Scott. Lanham, MD: Scarecrow Press, 2002</p> <p>Emergency Management for Records and Information Management Programs, 2nd edition.. Virginia A. Jones, Darlene Barber, ARMA International, Prairie Village, Kansas, 2011.</p> <p>Emergency Management Principles and Practice for Local Government, 2nd edition. Washington, DC: International City Management Association, 2007.</p> <p>Implementing the Incident Command System at the Institutional Level: A Handbook for Libraries, Archives, Museums, and Other Cultural Institutions. David W. Carmicheal. www.rescuingrecords.com. 2010.</p> <p>Preserving Archives and Manuscripts, 2nd edition. Mary Lynn Ritzenthaler. Society of American Archivists, 2010.</p>
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Table 8: Reading List—Reports and Brochures

READING LIST— REPORTS AND BROCHURES	<p>Risk Management Guide for Information Technology Systems: Recommendations of the National Institute of Standards and Technology. Gary Stoneburner, Alice Goguen, and Alexis Feringa. NIST Special Publication 800-30 (July 2002).</p> <p>Protecting Essential Records from Disasters, by Lisa Johnston and David Carmicheal. National League of Cities, Municipal Action Guide. March 2009. http://www.statearchivists.org/prepare/resources/readings/</p> <p>What Are Vital Records? (pamphlet). ARMA International, 2006.</p>
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Table 9: Reading List—Articles

READING LIST— ARTICLES	<p>“Aftermath: Rescuing Essential Records After a Disaster.” David W. Carmicheal and Christine Wiseman. <i>Public Management Magazine</i> (March 2009). http://tinyurl.com/yea48ly</p> <p>“Dealing with Disaster.” Nikki Swartz. <i>The Information Management Journal</i> (July/August 2006): 28–34.</p> <p>“Disasters Come in All Sizes.” Rosalie Stremple and Michael F. Martone. <i>InfoPro</i> (March 2000): 29–35.</p> <p>“Essential Records Could Mean Life or Death for First Responders.” David W. Carmicheal. <i>Government Technology Magazine</i> online. (June 1, 2009). http://www.digitalcommunities.com/articles/Essential-Records-Could-Mean-Life-or.html</p> <p>“How to Develop an Emergency Management Plan.” Virginia A. Jones, Kris E. Keyes. <i>The Information Management Journal</i> (March/April 2008): 52–56.</p> <p>“Salvage at a Glance.” Betty Walsh. <i>Western Association for Art Conservation (WAAC) Newsletter</i> 19:2 (May 1997). http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-207.html</p> <p>“Salvage Operations for Water Damaged Archival Collections: A Second Glance.” Betty Walsh. <i>Western Association for Art Conservation (WAAC) Newsletter</i> 19:2 (May 1997). http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-206.html</p> <p>“Taking Charge: Disaster Fallout Reinforces RIM’s Importance.” Bruce W. Dearstyne. <i>The Information Management Journal</i> (July/August 2006): 37–43.</p> <p>“Trial by Tornado.” Willie M. Jones. <i>InfoPro</i> (March 2000): 37–39.</p>
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